

Certified Public Accounting Services
This solicitation is being extended to all interested firms.

LEGAL NOTICE – CSO Solicitation No. 2093

The Connecticut Department of Transportation (Department) is seeking to retain a Certified Public Accounting firm to provide consulting and auditing services of the Metropolitan Transportation Authority/Metro North Commuter Railroad. The services to be provided by the selected firm shall include, but are not limited to reviewing and auditing financial operations, research projects, and commuter usage of the New Haven Line services and facilities as well as other financial related activities applicable to the three calendar years of 2010, 2011 and 2012. The agreement with the selected firm will be for this three (3) year period, with a one (1) year extension option, and an expected commencement in January of 2010.

Firm's areas of expertise must include performing audits in accordance with Generally Accepted Auditing Standards.

If your firm would like to be considered for this assignment, your submittal should consist of a one-page letter of interest and a Department FORM CSO 255 with a maximum of five (5) resumes. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required (the CSO 255 form can be found online at www.ct.gov/dot/consultant). **Five copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 4:00 p.m. on June 5, 2009.** Included in the submittal, must be a brief narrative summarizing your firm's current workload, a copy of the firm's most recent peer review and letter of comments, and a narrative description of the proposed professional personnel who will be assigned including their qualifications, experience and expertise in: (1) performing surveys and analyzing the operations and budgets for transportation commuter service companies; (2) performing contract/compliance audits; and (3) auditing/consulting services of railroad operations and other related areas. The Licensure and Continuing Professional Education of the proposed Professional personnel must also be included.

Responding firms shall provide a statement of any and all contracts with the Department of Transportation, which are currently being performed and a statement as to whether the firm or firms performed services under any name other than the one appearing in the response.

Please be advised that a small business enterprise (SBE) set-aside requirement applies to this project. The set-aside requirement will be no less than 10 % of the agreement value. Within the letter of interest submittal, you must include the designated certified Small Business Enterprise (SBE) subconsultant(s) which you plan to use. The SBE subconsultant(s) must be currently certified by the Department of Administrative Services. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Subconsultants may be used to comply with SBE requirements or perform specialized work. **Joint venturing assignments will not be allowed.**

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

Please be advised, that as of August 1, 2007, the Office of Policy and Management has updated its contracting affidavits and certifications, as well as the timeline of when these documents are required to be completed, signed and returned. For the purposes of Form 1 (Gift and Campaign Contribution Certification), the planning date is defined as the date when the Commissioner granted approval to hire a consultant. For this project, the planning date is April 22, 2009. This is the date the selected firm must use when completing Form 1 at the time the agreement/contract is executed in accordance with the Connecticut General Statute (CGS) Section 4-

252 and Executive Order No. 7C, paragraph 10. Please be advised that Form 5 (Consulting Agreement Affidavit), in its revised format (Rev. 10-31-07), must be completed and **one copy** should be submitted with your letter-of-interest package. Please do not staple or bind the affidavit in your submittal package. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certifications required under subsection (c) of CGS 4-252 or refuses to submit the affidavit required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

For all State contracts, as defined in P.A. 07-1, having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges reviewing the State Elections Enforcement Commission's (SEEC) notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. (The SEEC Form 11 can be found online at www.ct.gov/SEEC by clicking on the Special Contribution Ban link in the left hand column and following the Forms – Contractor Reporting Forms links.) SEEC Form 11 is hereby made a part of this solicitation.

Circumstances may require the rescheduling or cancellation of projects. Should this be necessary, the Department would be under no obligation to provide supplementary work for the firm selected for this assignment. The Department reserves the right to award assignments to other qualified firms.

The Department reserves the rights to add additional projects of a similar nature for a separate selection should additional projects become available prior to the interview phase of the selection process.

All submittals shall be addressed as follows:

Mr. Thomas Benevelli
Supervising Accounts Examiner
Office of Fiscal Management
Connecticut Department of Transportation
2800 Berlin Turnpike, P.O. Box 317546
Newington, CT 06131-7546

Hand delivered submittals must be brought to the front desk at the aforementioned address by 4 p.m. on June 5, 2009.

Prior to the negotiation process, the selected firm will be required to have a Department-approved affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded), and registration with the State Board of Accountancy. The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on Department Forms CON-32 and DOC-001 prior to the start of the negotiations process.

All inquiries regarding this request for letters of interest shall be directed to the Consultant Selection Office at (860)594-3017.

Connecticut Department of Transportation
An Equal Opportunity / Affirmative Action Employer